SMALL BUSINESS AND NON-PROFIT WEBINAR



OFFICE OF CONGRESSMAN MAX ROSE

NEW YORK'S ELEVENTH CONGRESSIONAL DISTRICT

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RESOURCES FOR BUSINESSES AND NONPROFITS

U.S. Small Business Administration Economic Injury Disaster Loans

For additional information on the CARES Act, view some Frequently Asked Questions Here:

https://maxrose.house.gov/UploadedFiles/CARES Act FAQ.pdf

The U.S. Small Business Administration is offering designated states and territories low-interest federal disaster loans for working capital to small businesses and nonprofits suffering substantial economic injury as a result of the Coronavirus (COVID-19).

On March 19th, the SBA issued an Economic Injury Disaster Loan declaration, making loans available to small businesses and private, non-profit organizations in New York State.

To learn more you can read my Small Businesses Disaster Relief Loans Newsletter

You may apply for an EIDL loan here: https://disasterloan.sba.gov/ela/

Applicants may also call SBA's Customer Service Center at (800) 659-2955 or email disastercustomerservice@sba.gov for more information on SBA disaster assistance.

For additional information or to obtain help preparing the loan application please contact a local SBA office. You can find contact information here: https://www.sba.gov/local-assistance or https://www.sba.gov/offices/district/dc/washington/about-us

More information regarding the Economic Injury Disaster Loan program can be found here: https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources

FREQUENTLY ASKED QUESTIONS

Question: My state received approval so where do small businesses apply?

Answer: Small businesses in eligible areas may apply for an EIDL online at: https://disasterloan.sba.gov/ela/ or they can also reach out to their local SBA District Offices.

Question: If small businesses need help with their applications, are there any other resources available to help them fill out the applications?

Answer: SBA has also coordinated with the Resource Partners, including Small Business Development Centers, (SBDCs) who can assist with the application process. The list of SBDCs is available online at: https://www.sba.gov/local-assistance/find/?type=Small%20Business%20Development%20Center&pageNumber=1

Question: How do I know if a small business is eligible?

Answer: SBA's Office of Disaster Assistance works with state emergency management divisions to certify certain areas as an "eligible area."

- The list of eligible areas is also available online at: https://disasterloan.sba.gov/ela/Declarations/Index or https://www.sba.gov/disaster-assistance/coronavirus-covid-19.
- The list is updated periodically and on the same day a new declaration is approved.
- Your state may not have been approved yet but a county in your state may have been approved as a contiguous county on a neighboring state's approval, which allows small employers in those counties to apply for loans.
- Please check often to see if your area has been added even if your state has not been formally approved.

Question: What is an Economic Injury Disaster Loan?

Answer: The SBA's Economic Injury Disaster Loan (EIDL) program provides small businesses with working capital loans of up to \$2 million to help overcome the temporary loss of revenue.

- The loans may be used to pay fixed debts, payroll, accounts payable, or other bills that can't be paid because of the COVID-19 outbreak.
- The interest rate is 3.75 percent for small businesses without credit available elsewhere, and businesses with credit available elsewhere are not eligible to apply for assistance.
- The maximum term is 30 years.
- A small business is defined by the SBA's Size Standards in accordance with the Native American Industry Classification System (NAICS) codes and SBA's Size Standards Tool can be utilized.

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Question: What's the timeline like?

Answer: Once a borrower submits an application, approval timelines depend on volume. Typical timeline for approval is 2-3 weeks and disbursement can take up to 5 days. Borrowers are assigned individual loan officers for servicing of the loan.

Question: Where can I find more information?

Answer: For additional information, borrowers should contact the SBA Disaster Assistance customer service center by calling 1-800-659-2955 or emailing <u>disastercustomerservice@sba.gov</u>. You can also visit SBA.gov/disaster for more information.

National Resources

The U.S. Chamber of Commerce has information on resources and ways individuals, or businesses, can seek assistance. For more information, please visit: https://www.uschamber.com/coronavirus or contact: 1-800-638-6582.

The U.S. Chamber of Commerce has a small business resource guide that features technology tools, employer guidance, business strategies and more as you navigate through this challenging time. For more information, please visit: https://www.uschamber.com/co/small-business-coronavirus.

The National Main Street program has resources for small business and offers community support for those impacted by COVID-19. For more information, please visit:

https://www.mainstreet.org/howwecanhelp/resourcecenter/covid19resources or contact 312-610-5613.

New York Small Businesses Resources:

Business Outreach Center Network WBC's Satellite (SIBOC)

c/o Staten Island Business Outreach Center

Nina Flores, Director

686 Forest Avenue, 1st Floor

Staten Island, NY 10310

Phone: (718) 816-4775

Fax: (718) 816-7234 Email: nina@siboc.org

Website: www.siboc.org

Richmond County (Staten Island)

SCORE - Staten Island Chapter #476 Headquarters

John Amodio, Chairperson

Staten Island Advance Building

950 West Fingerboard Road, 4th Floor

Staten Island, NY 10305

REPRESENTING N Tues, Thurs 9 AM – 12PM.

john.amodio@scorevolunteer.org

www.statenisland.score.org or 718-727-1221

info@scoresi.org

Staten Island Small Business Development Center (SI SBDC)

Dean L. Balsamini, Director 2800 Victory Blvd Building 3A - Room 105 Staten Island, NY 10314 Email: SBDC@csi.cuny.edu

Phone Messages: 718-982-2560

New York City Small Businesses Services: <a href="https://www1.nyc.gov/site/sbs/businesses/covid19-businesses-covid19-businesse

New York City Guidance for Business Owners: https://www1.nyc.gov/site/sbs/businesses/covid19-business-tips-faqs.page

Brooklyn Chamber of Commerce Small Business Resources: https://ibrooklyn.com/news/COVID-19

Staten Island Chamber of Commerce Small Business Resources: https://www.sichamber.com/news/covid-19-your-business-our-community

New York Insurance Administration: https://www.dfs.ny.gov/industry/coronavirus

Lost business income insurance is subject to the specific terms and conditions of your policy. Contact the
broker or agent that sold the policy, the insurance company or the New York Insurance Administration with
any questions.

Licensing & Permitting: https://www.dos.ny.gov/licensing/examination-cancellations.html

CDC Interim Guidance for Businesses and Employers

https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

SBA Guidance for Businesses and Employers

https://www.sba.gov/page/guidance-businesses-employers-plan-respond-coronavirus-disease-2019-covid-19?utm medium=email&utm source=govdelive

Disaster Preparedness Planning for your Business

https://www1.nyc.gov/nycbusiness/article/emergency-planning

New York City Small Business Continuity Fund:

New York City has launched the <u>Small Business Continuity Fund</u>, enabling NYC businesses with fewer than 100 employees impacted by COVID-19 and experiencing a decrease in sales of 25% or more to apply **for interest-free loans of up to \$75,000** to help retain employees and ensure business continuity. The loan can be used for a variety of purposes, including working capital, inventory, or other investments.

To apply go to the <u>NYC program website</u>. As part of the application, you will be required to demonstrate a revenue decrease by providing documentation such as: point-of-sales reports, bank statements, quarterly sales tax filings, tax returns, or profit & loss statements. The impact is verified and calculated by comparing two months of revenue in 2020 to the same two months last year as well as average monthly revenue in 2019.

To be eligible, businesses must demonstrate the ability to repay the loan and have no outstanding tax liens or legal judgments. Check out the <u>document checklist</u> for more detail.

Payment Protection Program (PPP) Loans

The program would provide cash-flow assistance through 100 percent federally guaranteed loans to employers who maintain their payroll during this emergency. If employers maintain their payroll, the loans would be forgiven, which would help workers remain employed, as well as help affected small businesses and our economy to snap-back quicker after the crisis.

PPP has a host of attractive features, such as forgiveness of up to 8 weeks of payroll based on employee retention and salary levels, no **SBA** fees and at least six months of deferral with maximum deferrals of up to a year. Small businesses and other eligible entities will be able to apply if they were harmed by COVID-19 between February 15, 2020 and June 30, 2020. This program is retroactive to February 15, 2020, in order to help bring workers who may have already been laid off back onto payrolls. **Loans are available through June 30, 2020.**

FREQUENTLY ASKED QUESTIONS

QUESTION: What types of businesses and entities are eligible for a PPP loan?

Answer:

- Businesses and entities must have been in operation on February 15, 2020.
- Small business concerns, as well as any business concern, a 501(c)(3) nonprofit organization, a 501(c)(19) veterans' organization, or Tribal business concern described in section 31(b)(2)(C) that has fewer than 500 employees or fewer employees than established by the relevant industry code.
- Individuals who operate a sole proprietorship or as an independent contractor and eligible self-employed individuals.
- Any business concern that employs not more than 500 employees per physical location of the business concern and that is assigned a North American Industry Classification System code beginning with 72, for which the affiliation rules are waived.
- Affiliation rules are also waived for any business concern operating as a franchise that is assigned a franchise identifier code by the Administration, and company that receives funding through a Small Business Investment Company.

QUESTION: What are affiliation rules?

Answer:

They become important when SBA is deciding whether a business's affiliations preclude them from being considered "small." Generally, affiliation exists when one business controls or has the power to control another or when a third party (or parties) controls or has the power to control both businesses. Please see this resource for more on these rules and how they can impact your business's eligibility.

QUESTION: What types of nonprofits are eligible?

Answer:

❖ All 501(c)(3) nonprofits with 500 employees or fewer, or more if SBA's size standards for the non-profit allows. Please visit https://www.sba.gov/size-standards/ to find out your nonprofit's SBA size standards by number of employees. For example, churches and museums with fewer than 500 employees are eligible. You will need the 6-digit North American Industry Classification Code for your business.

QUESTION: How is the loan size determined?

Answer:

Depending on your business's situation, the loan size will be calculated in different ways (see below). The maximum loan size is always \$10 million.

- If you were in business February 15, 2019 June 30, 2019: Your max loan is equal to 250 percent of your average monthly payroll costs during that time period. If your business employs seasonal workers, you can opt to choose March 1, 2019 as your time period start date.
- If you were not in business between February 15, 2019 June 30, 2019: Your max loan is equal
 to 250 percent of your average monthly payroll costs between January 1, 2020 and February 29,
 2020.
- If you took out an Economic Injury Disaster Loan (EIDL) between February 15, 2020 and June 30, 2020 and you want to refinance that loan into a PPP loan, you would add the outstanding loan amount to the payroll sum.

QUESTION: What costs are eligible for payroll?

Answer:

- Compensation (salary, wage, commission, or similar compensation, payment of cash tip or equivalent)
- Payment for vacation, parental, family, medical, or sick leave
- Allowance for dismissal or separation
- Payment required for the provisions of group health care benefits, including insurance premiums
- Payment of any retirement benefit
- Payment of State or local tax assessed on the compensation of employees

QUESTION: What costs are not eligible for payroll? PRESENTING NY-11

Answer:

- Employee/owner compensation over \$100,000
- Taxes imposed or withheld under chapters 21, 22, and 24 of the IRS code
- Compensation of employees whose principal place of residence is outside of the U.S
- Qualified sick and family leave for which a credit is allowed under sections 7001 and 7003 of the <u>Families</u> First Coronavirus Response Act

QUESTION: What are allowable uses of loan proceeds?

Answer:

- Payroll costs (as noted above)
- Costs related to the continuation of group health care benefits during periods of paid sick, medical, or family leave, and insurance premiums
- Employee salaries, commissions, or similar compensations (see exclusions above)

- Payments of interest on any mortgage obligation (which shall not include any prepayment of or payment of principal on a mortgage obligation)
- Rent (including rent under a lease agreement)
- Utilities
- Interest on any other debt obligations that were incurred before the covered period

QUESTION: What are the loan term, interest rate, and fees?

Answer:

The maximum term is 10 years, the maximum interest rate is 4 percent, zero loan fees, zero prepayment fee (SBA will establish application fees caps for lenders that charge).

QUESTION: How is the forgiveness amount calculated?

Answer:

- Forgiveness on a covered loan is equal to the sum of the following payroll costs incurred during the covered 8 week period compared to the previous year or time period, proportionate to maintaining employees and wages (excluding compensation over \$100,000).
- Payroll costs plus any payment of interest on any covered mortgage obligation (not including any prepayment or payment of principal on a covered mortgage obligation) plus any payment on any covered rent obligation plus any covered utility payment.

QUESTION: How do I get forgiveness on my PPP loan?

Answer: You must apply through your lender for forgiveness on your loan. In this application, you must include:

- Documentation verifying the number of employees on payroll and pay rates, including IRS payroll tax filings and State income, payroll and unemployment insurance filings
- Documentation verifying payments on covered mortgage obligations, lease obligations, and utilities.
- Certification from a representative of your business or organization that is authorized to certify that the documentation provided is true and that the amount that is being forgiven was used in accordance with the program's guidelines for use.

QUESTION: What happens after the forgiveness period?

Answer:

Any loan amount not forgiven at the end of one year is carried forward as an ongoing loan with max terms of 10 years, at 4% max interest. Principal and interest will continue to be deferred, for a total of 6 months to a year after disbursement of the loan. The clock does not start again.

QUESTION: Can I get more than one PPP loan?

Answer:

No, an entity is limited to one PPP loan. Each loan will be registered under a Taxpayer Identification Number at SBA to prevent multiple loans to the same entity.

QUESTION: What kind of lender can I get a PPP loan from?

Answer:

All current SBA 7(a) lenders (see more about 7(a) here) are eligible lenders for PPP. The Department of Treasury will also be in charge of authorizing new lenders, including non- bank lenders, to help meet the needs of small business owners.

QUESTION: How does the PPP loan coordinate with SBA's existing loans?

Answer:

Borrowers may apply for PPP loans and other SBA financial assistance, including Economic Injury Disaster Loans (EIDLs), 7(a) loans, 504 loans, and microloans, and also receive investment capital from <u>Small</u> <u>Business Investment Corporations (SBICs)</u>.

QUESTION: How does the PPP loan work with the temporary Emergency Economic Injury Grants and the Small Business Debt Relief program?

Answer:

Emergency Economic Injury Grant recipients and those who receive loan payment relief through the Small Business Debt Relief Program may apply for and take out a PPP loan. Refer to those sections for more information.

Small Business Debt Relief Program

This program will provide immediate relief to small businesses with non-disaster SBA loans, in particular 7(a), 504, and microloans. Under it, SBA will cover all loan payments on these SBA loans, including principal, interest, and fees, for six months. This relief will also be available to new borrowers who take out loans within six months of the President signing the bill into law.

QUESTION: Which SBA loans are eligible for debt relief under this program? Answer:

7(a) loans not made under the Paycheck Protection Program (PPP), 504 loans, and microloans. Disaster loans are not eligible.

QUESTION: How does debt relief under this program work with a PPP loan?

Answer:

Borrowers may separately apply for and take out a PPP loan, but debt relief under this program will not apply to a PPP loan.

QUESTION: How do I know if I'm eligible for a 7(a), 504, or microloan?

Answer:

In general, businesses must meet <u>size standards</u>, <u>be based in the U.S.</u>, <u>be able to repay, and have a sound business purpose</u>. Each program has different requirements, see https://www.sba.gov/funding-programs/loans for more details.

QUESTION: What is a 7(a) loan and how do I apply?

Answer:

* 7(a) loans are an affordable loan product of up to \$5 million for borrowers who lack credit elsewhere and need access to versatile financing, providing short-term or long-term working capital and to purchase an existing business, refinance current business debt, or purchase furniture, fixtures and supplies. In the program, banks share a portion of the risk of the loan with SBA. There are many different types of 7(a) loans, you can visit this site to find the one that's best for you. You apply for a 7(a) loan with a bank or a mission-based lender. SBA has a free referral service tool called Lender Match to help find a lender near you.

QUESTION: What is a 504 loan and how do I apply?

Answer:

The 504 Loan Program provides loans of up to \$5.5 million to approved small businesses with long-term, fixed-rate financing used to acquire fixed assets for expansion or modernization. It is a good option if you need to purchase real estate, buildings, and machinery. You apply through a Certified Development Company, which is a nonprofit corporation that promotes economic development. SBA has a free referral service tool called Lender Match to help find a lender near you.

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QUESTION: What is a microloan and how do I apply?:

Answer:

The Microloan Program provides loans up to \$50,000 to help small businesses and certain not-for-profit childcare centers to start up and expand. The average microloan is about \$13,000. These loans are delivered through mission-based lenders who are also able to provide business counseling. SBA has a free referral service tool called Lender Match to help find a microlender near you.

QUESTION: I am unfamiliar with SBA loans; can anyone help me apply?

Answer:

Yes, SBA resource partners are available to help guide you through the loan application process. You can find your nearest Small Business Development Center (SBDC) or Women's Business Center here.

Economic Injury Disaster Loans & Emergency Economic Injury Grants

These grants provide an emergency advance of up to \$10,000 to small businesses and private non-profits harmed by COVID-19 within three days of applying for an SBA Economic Injury Disaster Loan (EIDL). To access the advance, you must first apply for an EIDL and then request the advance. The advance does not need to be repaid under any circumstance, and may be used to keep employees on payroll, to pay for sick leave, meet increased production costs due to supply chain disruptions, or pay business obligations, including debts, rent and mortgage payments.

QUESTION: Are businesses and private non-profits in my state eligible for an EIDL related to COVID- 19?

Answer:

Yes, those suffering substantial economic injury in all 50 states, DC, and the territories may apply for an EIDL.

QUESTION: What is an EIDL and what is it used for?

Answer:

EIDLs are lower interest loans of up to \$2 million, with principal and interest deferment available for up to 4 years, that are available to pay for expenses that could have been met had the disaster not occurred, including payroll and other operating expenses.

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QUESTION: Who is eligible for an EIDL?

Answer:

- Those eligible are the following with 500 or fewer employees:
 - o Small business concerns (including sole proprietorships, with or without employees)
 - Independent contractors
 - Cooperatives and employee owned businesses
 - o Private non-profits
 - o Tribal small businesses

QUESTION: My private non-profit is not a 501(c)(3). Is it still eligible for an EIDL and a grant?

Answer:

❖ Yes, if you are a private non-profit with an effective ruling letter from the IRS, granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or if you can provide satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit one organized or doing business under State law.

QUESTION: Who is eligible for an Emergency Economic Injury Grant?

Answer:

Those eligible for an EIDL and who have been in operation since January 31, 2020.

QUESTION: How long are Emergency Economic Injury Grants available?

Answer:

January 31, 2020 – December 31, 2020. The grants are backdated to January 31, 2020 to allow those who have already applied for EIDLs to be eligible to also receive a grant.

QUESTION: If I get an EIDL and/or an Emergency Economic Injury Grant, can I get a PPP loan?

Answer:

Whether you've already received an EIDL unrelated to COVID-19 or you receive a COVID- 19 related EIDL and/or Emergency Grant between January 31, 2020 and June 30, 2020, you may also apply for a PPP loan. If you ultimately receive a PPP loan or refinance an EIDL into a PPP loan, any advance amount received under the Emergency Economic Injury Grant Program would be subtracted from the amount forgiven in the PPP.

QUESTION: How do I know if my business is a small business?

Answer:

Please visit https://www.sba.gov/size-standards/ to find out if your business meets SBA's small business size standards. You will need the 6-digit North American Industry Classification Code for your business and your business' 3-year average annual revenue.

QUESTION: How do I apply for an economic injury disaster loan?

Answer:

To apply for an EIDL online, please visit https://disasterloan.sba.gov/ela/. Your SBA District Office is an important resource when applying for SBA assistance.

QUESTION: I am unfamiliar with the EIDL process, can anyone help me apply?

Answer:

Yes, SBA resource partners are available to help guide you through the EIDL application process. You can find the nearest Small Business Development Center (SBDC), Women's Business Center, or SCORE mentorship chapter at https://www.sba.gov/local-assistance/find/.

Counseling & Training

If you, like many small business owners, need a business counselor to help guide you through this uncertain time, you can turn to your local Small Business Development Center (SBDC), Women's Business Center (WBC), or SCORE mentorship chapter. These resource partners, and the associations that represent them, will receive additional funds to expand their reach and better support small business owners with counseling and up-to-date information regarding COVID-19. There will soon be a joint platform that consolidates information and resources related to COVID-19 in order to provide consistent, timely information to small businesses. To find a local resource partner, visit https://www.sba.gov/local-assistance/find/.

In addition, the Minority Business Development Agency's Business Centers (MBDCs), which cater to minority business enterprises of all sizes, will also receive funding to hire staff and provide programming to help their clients respond to COVID-19. Not every state has a MBDC. To find out if there is one that services your area, visit this site.

QUESTION: Do I have to pay for counseling and training through SBDCs, WBCs, and MBDCs?

Answer:

Counseling is free, and training is low-cost with these partners. The additional funds that Congress provided will help keep this possible. Mentorship through SCORE is always free.

QUESTION: What is a SBDC?

Answer:

SBDCs are a national network of nearly 1,000 centers that are located at leading universities, colleges, state economic development agencies and private partners. They provide counseling and training to new and existing businesses. Each state has a lead center that coordinates services specifically for that state, which you can find by clicking the link above. To find out more about SBDCs, visit https://americassbdc.org/about-us/.

QUESTION: What is a WBC; is it only for women?

Answer:

❖ WBCs are a national network of more than 100 centers that offer one-on-one counseling, training, networking, workshops, technical assistance and mentoring to entrepreneurs on numerous business development topics. In addition to women, WBCs are mandated to serve the needs of underserved entrepreneurs, including low-income entrepreneurs. They often offer flexible hours to meet the needs of their diverse clientele. To find out more about WBCs, visit https://www.awbc.org/.

QUESTION: What is SCORE?

Answer:

SCORE provides free, confidential business advice through our volunteer network of 10,000+ business experts. You can meet with a mentor online. Find out more here.

QUESTION: Who do MBDCs serve?

Answer:

MBDCs are a good option for minority-owned businesses (including those owned by Black, Hispanic, Asian American/Pacific Islander, and American Indian business owners), especially those seeking to penetrate new markets — domestic & global — and grow in size and scale.

Contracting

If you are a government contractor, there are a number of ways that Congress has provided relief and protection for your business. Agencies will be able to modify terms and conditions of a contract and to reimburse contractors at a billing rate of up to 40 hours per week of any paid leave, including sick leave. The contractors eligible are those whose employees or subcontractors cannot perform work on site and cannot telework due to federal facilities closing because of COVID-19.

If you need additional assistance, please reach out to your <u>local Small Business Development</u> Center, Women's Business Center, SCORE chapter, or SBA District Office. You should also work with your agency's contracting officer, as well as the agency's Office of Small and Disadvantaged Business Utilization (OSDBU).



Small Business Tax Provisions

Employee Retention Credit for Employers Subject to Closure or Experiencing Economic Hardship

This provision would provide a refundable payroll tax credit for 50 percent of wages paid by eligible employers to certain employees during the COVID-19 crisis. The credit is available to employers, including non-profits, whose operations have been fully or partially suspended as a result of a government order limiting commerce, travel or group meetings. The credit is also provided to employers who have experienced a greater than 50 percent reduction in quarterly receipts, measured on a year-over-year basis.

Wages of employees who are furloughed or face reduced hours as a result of their employer's closure or economic hardship are eligible for the credit. For employers with 100 or fewer full- time employees, all employee wages are eligible, regardless of whether an employee is furloughed. The credit is provided for wages and compensation, including health benefits, and

is provided for the first \$10,000 in wages and compensation paid by the employer to an eligible employee. Wages do not include those taken into account for purposes of the payroll credits for required paid sick leave or required paid family leave, nor for wages taken into account for the employer credit for paid family and medical leave (IRC sec. 45S).

The credit is not available to employers receiving assistance through the Paycheck Protection Program. The credit is provided through December 31, 2020.

Delay of Payment of Employer Payroll Taxes

This provision would allow taxpayers to defer paying the employer portion of certain payroll taxes through the end of 2020, with all 2020 deferred amounts due in two equal installments, one at the end of 2021, the other at the end of 2022. Payroll taxes that can be deferred include the employer portion of FICA taxes, the employer and employee representative portion of Railroad Retirement taxes (that are attributable to the employer FICA rate), and half of SECA tax liability.

Deferral is not provided to employers receiving assistance through the Paycheck Protection Program.

For more information, click here: https://www.irs.gov/newsroom/faqs-employee-retention-credit-under-the-cares-act

CONTACT US

If you are experiencing difficulties with a federal agency, please contact Congressman Rose's office for assistance:

Staten Island Office at (718) 667-3313

Brooklyn Office at (718) 306-5500

Washington DC Office at (202) 225-3371

Online at https://maxrose.house.gov/.

